



Code: 3408
Family: Health and Human Services
Service: Health and Welfare
Group: Medical and Social Service
Series: Public Health

CLASS TITLE: EPIDEMIOLOGIST IV

CHARACTERISTICS OF THE CLASS

Under general supervision, performs professional work of the most complex nature typically requiring the application of advanced research and analysis methods and supervises lower level epidemiologists, and performs related duties as required

ESSENTIAL DUTIES

- Conducts complex analyses of epidemiological, healthcare, and disease prevention data and prepares related reports
- Researches information on epidemiological, healthcare, and disease prevention issues for inclusion in reports
- Recommends new programs or changes to existing disease intervention programs to reduce morbidity and mortality rates
- Works with City departments to create and maintain shared databases on health-related issues
- Supervises lower level epidemiologists conducting research of epidemiological, healthcare, and disease prevention data and the preparation of tables, graphs, and data summaries for inclusion in reports
- Supervises the design and administration of surveys to collect and report epidemiological, healthcare, and disease prevention data
- Oversees the development, maintenance, and quality of major epidemiological, healthcare, and prevention databases including information (e.g., vital records, infant mortality, HIV/AIDS statistics) used in conducting research
- Collaborates with outside public health agencies, local organizations, and universities to share information relative to epidemiology, healthcare, and disease prevention
- Uses various software programs (e.g., SAS) to generate complex data summaries, tables, charts, and graphic displays or to perform difficult manipulation of data, as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Master's degree in Public Health, Statistics, Mathematics, or a directly related field, plus five years of experience performing epidemiological and statistical analysis work.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *statistical computer software packages and applications
- *epidemiological research and analytical practices and procedures

Considerable knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *medical terminology
- *human development and disease theory

Moderate knowledge of:

- *public health care trends, issues, programs, and services

Some knowledge of:

- supervisory methods, practices, and procedures
- record keeping methods, practices, and procedures
- specialty program planning, development, coordination, and evaluation

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Epidemiologist III class

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- SCIENCE - Use scientific rules and methods to solve problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Epidemiologist III class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- IDENTIFY PATTERNS - Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Epidemiologist III class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Epidemiologist III class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
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